

Nonprofit Event Proposal

Event Title

Enter event name

Date

MM/DD/YYYY

Location

Enter event location

Prepared By

Name and organization

1. Event Overview

Brief description of the event, purpose, and objectives

2. Target Audience

Who will attend or benefit from this event?

3. Goals and Objectives

What are the goals and measurable objectives for the event?

4. Event Activities

Describe main activities, schedule, and agenda

5. Resources Needed

List venues, equipment, volunteers, partners, etc.

6. Budget

Estimate costs and anticipated funding sources

7. Promotion & Outreach

How will you promote the event to your audience?

8. Evaluation

How will you measure event success and impact?

Additional Notes

Other comments or important information